

Kentucky Agricultural Development Board

Meeting Minutes

December 15, 2000

The Kentucky Agricultural Development Board met on Friday, December 15, at 10 a.m., at the Kentucky History Center in Frankfort. Commissioner Billy Ray Smith, Chairman, called the meeting to order, and the secretary called the roll.

Members Present:

Commissioner Billy Ray Smith, Vice Chairman; John-Mark Hack, Executive Director; Daniel Case; Larry Clay; Susan Harkins; Wayne Hunt; Keith Jeffries; Sam Lawson; Sam Moore; Willa Poynter; Eddie Sellers; Dean Scott Smith; and Smith Mitchell for Secretary Gene Strong.

Members Absent:

Governor Paul E. Patton, Chairman; Seth Conner; and Mike Slaughter.

Others Present:

Mark Farrow, Eddie Duvall, and Doug Thomas, Kentucky Department of Agriculture; Biff Baker, Sharon Cantrell, and Steve Mason, Legislative Research Commission; John Stevenson, Kentucky Cattlemen's Association; Sharon Burton, The Farmer's Pride; John Hicks, Office of State Budget Director; Jeff Hall and Dr. Ron Hustedde, University of Kentucky; Steve Coleman, Kentucky Division of Conservation; John M. Barrick, Allorganic; Alvin Lyons, Scott County Agricultural Development Council; Scott Travis, Spencer County Agricultural Development Council; Larry Jeffries, KY Forage & Grasslands Council; Sara Dryden, Burley Tobacco Grower's Coop; Sean Cutter, McBrayer, McGinnis, Leslie and Kirkland; Dr. Peggy Kidwell; Joe Hemp; Brittany Edelson, Shelby County Cooperative Extension Service; Sheri Arms, Community Farm Alliance; David Neville, PAMA; Mike Ridenour, Lexington Chamber of Commerce; and A. Russill, Kentucky Wood Products.

Staff Present:

Ashley Davis, Ben Gramig, Joel Neaveill, Lisa Thomas, and Tim Woods.

Executive Director's Report:

John-Mark Hack, Executive Director, advised the board that Governor Patton was unable to attend the meeting due to prior commitments.

Mr. Hack welcomed Dean Scott Smith, as an official member of the Agricultural Development Board. Dean Smith replaced Dean C. Oran Little.

Next, Mr. Hack reviewed the day's agenda. He explained that Dr. Ron Hustedde, from the UK College of Agriculture would facilitate discussion on how the Board would like to measure the impact and evaluate projects funded by the Board, how those items should be addressed by whom and when. He further advised that members would hear a recommendation from the Bylaws Committee on the County Council Bylaws, and review the final draft of the Near-Term Plan for Agricultural Development and stated that a proposed calendar of operation would be presented.

Director Hack explained that the application package, approved at the December 1, board meeting, had not been made publicly available because the process of codifying the application process into administrative regulations was not complete. No proposals can be heard by the Board until the package is official and made available across the state.

The Director introduced Gordon Duke as the Chief Operating Officer and Chief Financial Officer of the Agricultural Development Board. Mr. Duke has an extensive financial and administrative background and will be a tremendous asset to the Board. He will assume his duties on January 1, 2001.

Finally, Mr. Hack advised the Board that the search for the director of the Kentucky Center for Agricultural Development and Entrepreneurship (KCADE) had begun; however, no applications had been received.

Bylaws for Kentucky County Agricultural Development Councils:

Keith Jeffries, Chairman, presented the committee report. He advised that the document had been amended as approved at the December 1, and that no other substantive changes had been made. He moved for adoption of the document and received a second by Larry Clay. The motion passed without exception.

Near-Term State Wide Comprehensive Plan:

John-Mark Hack reviewed the amended Near-Term State Wide Comprehensive Plan. The amendments, approved at the December 1, meeting, were incorporated into the document but no other substantive changes were made.

Mr. Hack advised the Board that earlier in the week he and Gordon Duke had discussed various timelines and processes by which the Board could use to review proposals and disperse funds. As a result of this discussion, a proposal was drafted. Mr. Hack asked Mr. Duke to present the proposal to the Board.

Mr. Duke called members attention to a handout entitled "Agricultural Development Fund: Suggested Quarterly Proposal Review and Fund Dispersal. He suggested that the

Board must establish a consistent schedule to review proposals and disburse funds. He stated that the advantages of the quarterly calendar are:

- Creates a structure to facilitate the planning and decision making process for the Board
- Provides time for the Board's committees and staff to review and evaluate proposals before Board action
- Allocates the financial resources over the course of the year to ensure sufficient funds are available to fund the projects with the greatest economic impact.
- Improves communication between county agricultural development councils and the state board

After lengthy discussion and consideration of numerous factors, there was a motion by Dean Smith and a second by Sam Lawson to adopt the proposed calendar as amended and incorporate it into the Near-Term Comprehensive Plan for Agricultural Development. The motion passed by voice vote. Following is the adopted calendar:

ALL DEADLINES ON THIS CALENDAR REFER TO SUBMISSION TO THE STATE BOARD, MEANING THAT COUNTY FUNDING REQUESTS WILL HAVE TO BE SUBMITTED TO COUNTY COUNCILS WITH ENOUGH TIME FOR COUNCIL REVIEW AND PRIORITIZATION OF PROPOSALS IN ADVANCE OF THE DEADLINES LISTED ON THIS CALENDAR. COUNTY COUNCILS ARE ENCOURAGED TO ESTABLISH THEIR OWN SCHEDULE OF OPERATION, NOTING THAT ALL STATE BOARD REVIEW WILL OPERATE ACCORDING TO THIS CALENDAR.

**Agricultural Development Board Quarterly Calendar of Proposal Review
for County and State Funds –
2001**

[Contingent on a rollout of the official application packet around 01/05/01]

1st Quarter

January 9 Deadline for applications seeking **county** funds for January review (1/19)

Deadline for applications seeking **state** funds for January review (1/19)

January 19 ADB Meeting: review and funding decisions on **county** and **state** projects

February 6 Deadline for applications seeking **county** funds for February review (2/16)

Deadline for applications seeking **state** funds for February review (2/16)

February 16 ADB Meeting: review and funding decisions on **county** and **state** projects

March 1 Deadline for applications seeking **state** funds for April review (4/20)

March 6 Deadline for applications seeking **county** funds for March review (3/16)

March 16 ADB Meeting: review and funding decisions on **county** projects

2nd Quarter

April 1 Deadline for applications seeking **county** funds for April review (4/20)

April 20 ADB Meeting: review and funding decisions on **county** and **state** projects

May 1 Deadline for applications seeking **county** funds for May review (5/18)

May 18 ADB Meeting: review and funding decisions on **county** projects

June 1 Deadline for applications seeking **county** funds for June review (6/15)

Deadline for applications seeking **state** funds for July review (7/20)

June 15 ADB Meeting: review and funding decisions on **county** projects

3rd Quarter

July 1 Deadline for applications seeking **county** funds for July review (7/20)

July 20 ADB Meeting: review and funding decisions on **county and state** projects

August 1 Deadline for applications seeking **county** funds for August review (8/17)

August 17 ADB Meeting: review and funding decisions on **county** projects

September 1 Deadline for applications seeking **county** funds for September review (9/21)

Deadline for applications seeking **state** funds for October review (10/19)

September 21 ADB Meeting: review and funding decisions on **county** projects

4th Quarter

October 1 Deadline for applications seeking **county** funds for October review (10/19)

October 19 ADB Meeting: review and funding decisions on **county and state** projects

November 1 Deadline for applications seeking **county** funds for November review (11/16)

November 16 ADB Meeting: review and funding decisions on **county** projects

December 1 Deadline for applications seeking **county** funds for December review (12/21)

Deadline for applications seeking **state** funds for January review (1/18/02)

December 21 ADB Meeting: review and funding decisions on **county** projects

2002

1st Quarter

January 1 Deadline for applications seeking **county** funds for January review (1/18)

January 18 ADB Meeting: review and funding decisions on **county and state** projects

February 1 Deadline for applications seeking **county** funds for February review (2/15)

February 15 ADB Meeting: review and funding decisions on **county** projects

March 1 Deadline for applications seeking **county** funds for March review (3/15)

Deadline for applications seeking **state** funds for April review (4/19)

March 15 ADB Meeting: review and funding decisions on **county** projects

2nd Quarter

April 1 Deadline for applications seeking **county** funds for April review (4/19)

April 19 ADB Meeting: review and funding decisions on **county and state** projects

May 1 Deadline for applications seeking **county** funds for May review (5/17)

May 17 ADB Meeting: review and funding decisions on **county** projects

June 1 Deadline for applications seeking **county** funds for June review (6/21)

Deadline for applications seeking **state** funds for July review (7/19)

June 21 ADB Meeting: review and funding decisions on **county** projects

3rd Quarter

July 1 Deadline for applications seeking **county** funds for July review (7/19)

July 19 ADB Meeting: review and funding decisions on **county and state** projects

August 1 Deadline for applications seeking **county** funds for August review (8/16)

August 16 ADB Meeting: review and funding decisions on **county** projects

September 1 Deadline for applications seeking **county** funds for September review (9/20)

Deadline for applications seeking **state** funds for October review (10/18)

September 20 ADB Meeting: review and funding decisions on **county** projects

4th Quarter

October 1 Deadline for applications seeking **county** funds for October review (10/18)

October 18 ADB Meeting: review and funding decisions on **county and state** projects

November 1 Deadline for applications seeking **county** funds for November review (11/15)

November 15 ADB Meeting: review and funding decisions on **county** projects

December 1 Deadline for applications seeking **county** funds for December review (12/20)

Deadline for applications seeking **state** funds for January review (1/17/03)

December 20 ADB Meeting: review and funding decisions on **county and state** projects

There was a motion by Keith Jeffries to bold and underline the last sentence of the Preface and to correct the table on page 38 to say 'New and Emerging Enterprises'. Susan Harkins second, the motion passed by voice vote.

There was a motion by Keith Jeffries to adopt the document "Kentucky's Near-Term Comprehensive Plan for Agricultural Development" as amended. With Susan Harkins' second, the motion passed by voice vote.

Investment Evaluation System

John-Mark Hack discussed the importance of tracking and evaluating the impact of the investments of the Agricultural Development Fund, made by the ADB. Dr. Ron Hustedde led the board in a discussion. He began by asking the members to keep these general points in mind: What is the goal of the evaluation? Who should bear burden of evaluation? Should evaluation be conducted internally or externally? What are minimum criteria of evaluation? What are deadlines or due dates? Who should conduct evaluation? He asked the members to make a list of questions that they would like to see answered by the evaluation. The Board compiled a comprehensive list of questions. A discussion of the evaluation process ensued. Members indicated that this was a critical element of the process and that it should begin immediately, that the impact should be tracked from the beginning. Because of the enormity of the evaluation project members asked staff to investigate the possibility and feasibility of contracting with an outside agency to conduct this evaluation.

The next meeting of the Agricultural Development Board will be January 19, 2001. Because of conflicting schedules, several members requested that the January meeting be held in Louisville. The meeting site will be determined and announced at a later date.

With no further business the meeting adjourned at 3:15.